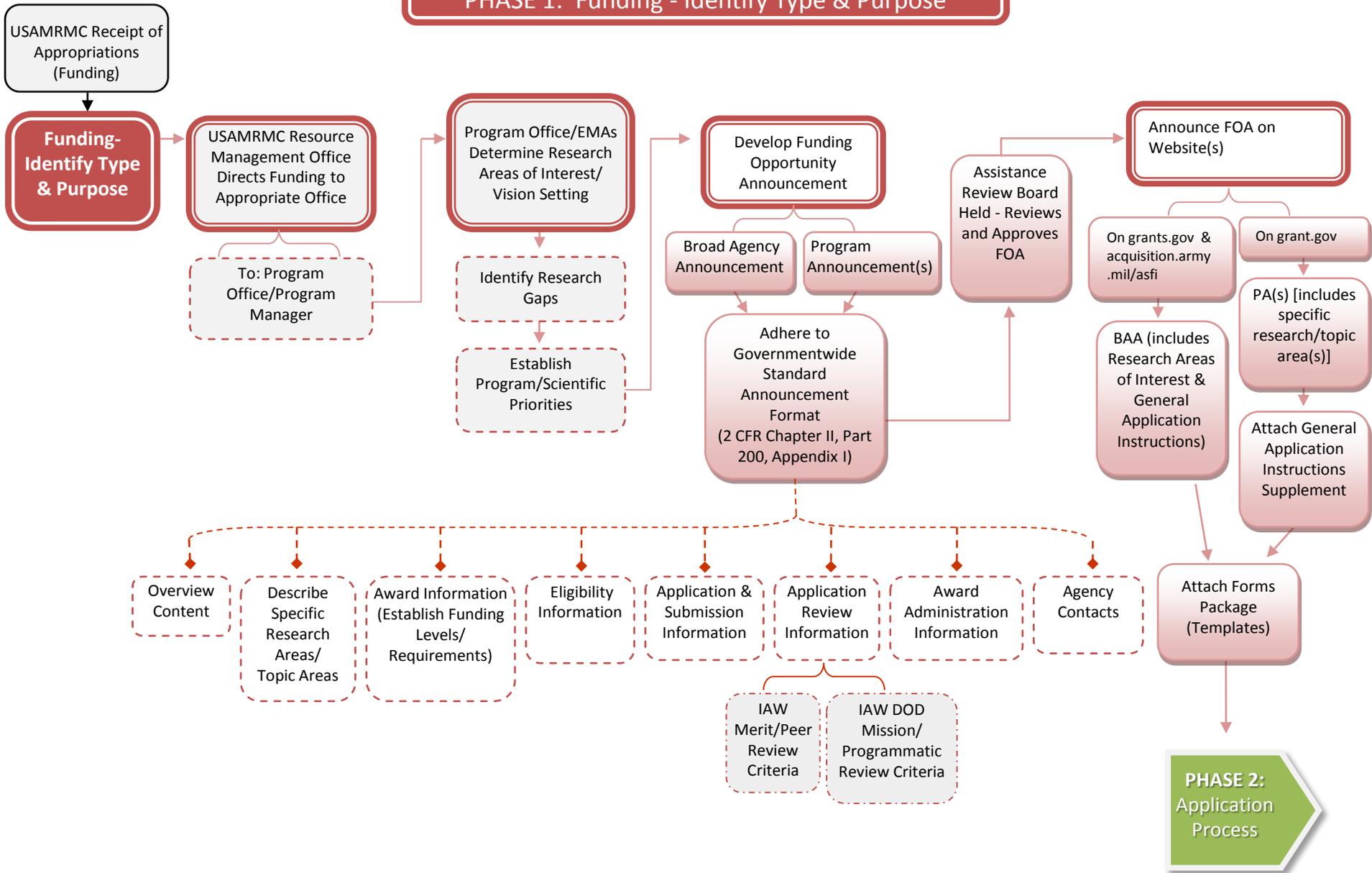


# ASSISTANCE AGREEMENT MEDICAL R&D PROCESS

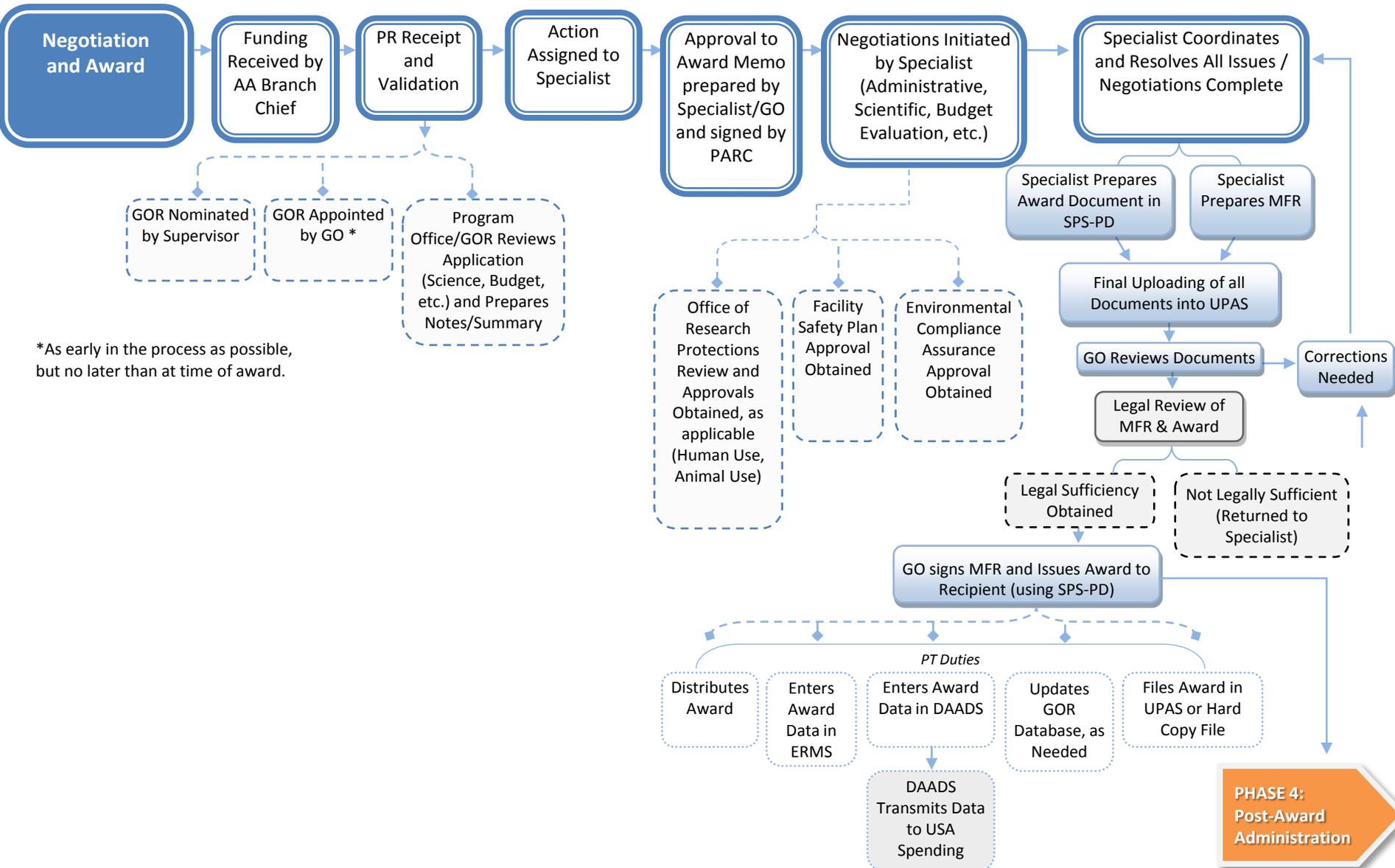
## PHASE 1: Funding - Identify Type & Purpose





# ASSISTANCE AGREEMENT MEDICAL R&D PROCESS

## PHASE 3: Negotiation and Award



\*As early in the process as possible, but no later than at time of award.

# ASSISTANCE AGREEMENT MEDICAL R&D PROCESS

## Phase 4: Post-Award Administration

### Post-Award Administration

BO Submits Patent Reports

Continuing Review / Approvals by USAMRMC ORP

Animal Care & Use Review Office

Human Research Protections Office

BO Submits Financial Reports (SF425) (Quarterly or Annually)

Specialist Accepts & Files

Specialist Returns for Revisions

Specialist/GOR Address Other Issues and Concerns

BO Submits Requests for Changes, as needed

MOD Needed

MOD Not Needed

Specialist Prepares MOD in SPS-PD

GO Issues MOD using SPS-PD

PT

Distributes MOD

Files MOD in UPAS or Hard Copy File

Updates DAADS

Updates GOR Database

Updates ERMS

DAADS Feeds to USA Spending

BO Submits Vouchers – Electronic thru WAWF, or Hard Copy \*

\* See WAWF SOP

Voucher Not Accepted by Specialist

Voucher Accepted by Specialist

Voucher Submitted to DFAS for Payment

DFAS Rejects Voucher for Errors

DFAS Pays Recipient

PI Submits Technical Reports

To USAMRMC Information Management

To GOR & Specialist

ERMS

Annual

Quarterly

Semi-Annual

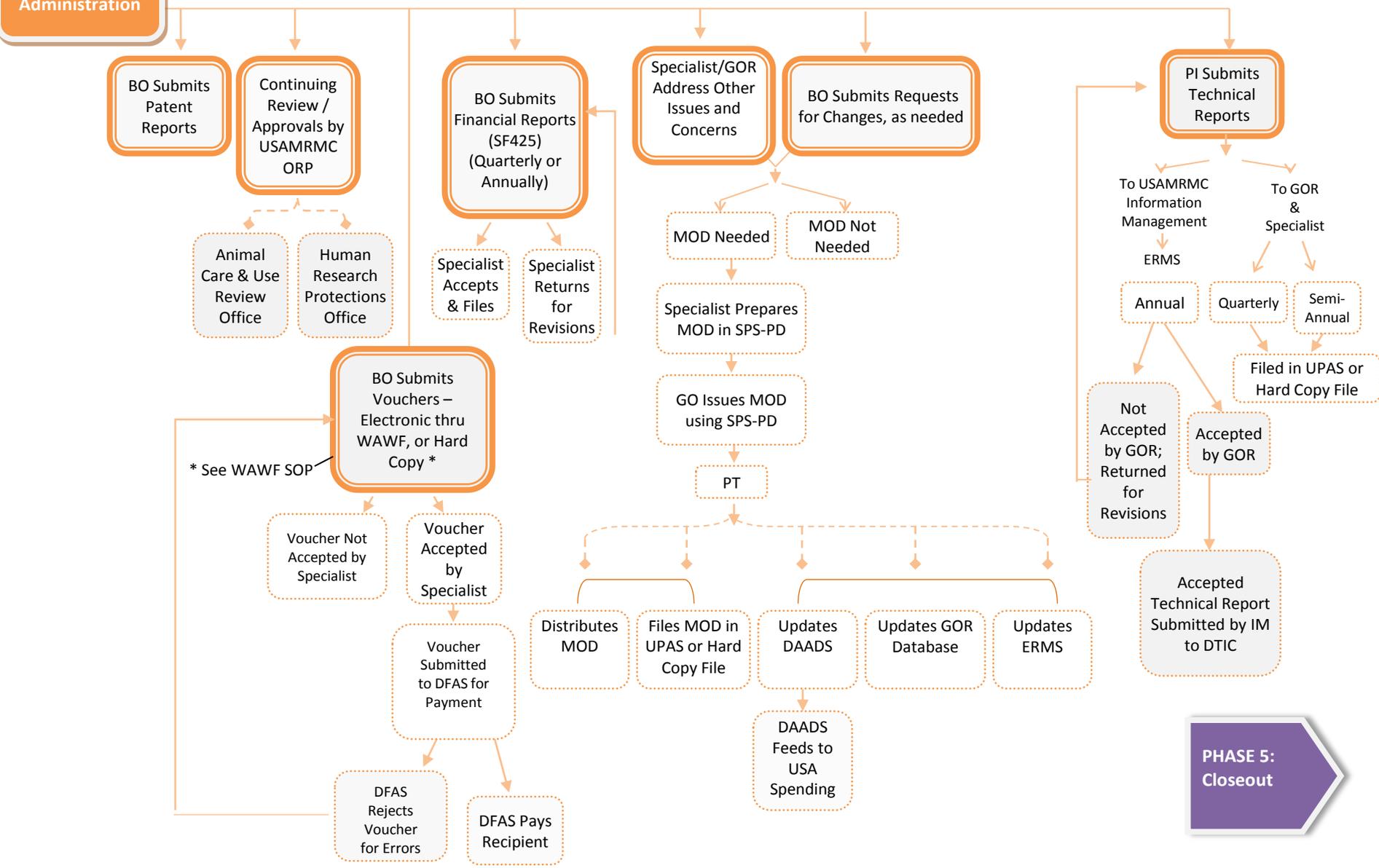
Filed in UPAS or Hard Copy File

Not Accepted by GOR; Returned for Revisions

Accepted by GOR

Accepted Technical Report Submitted by IM to DTIC

### PHASE 5: Closeout

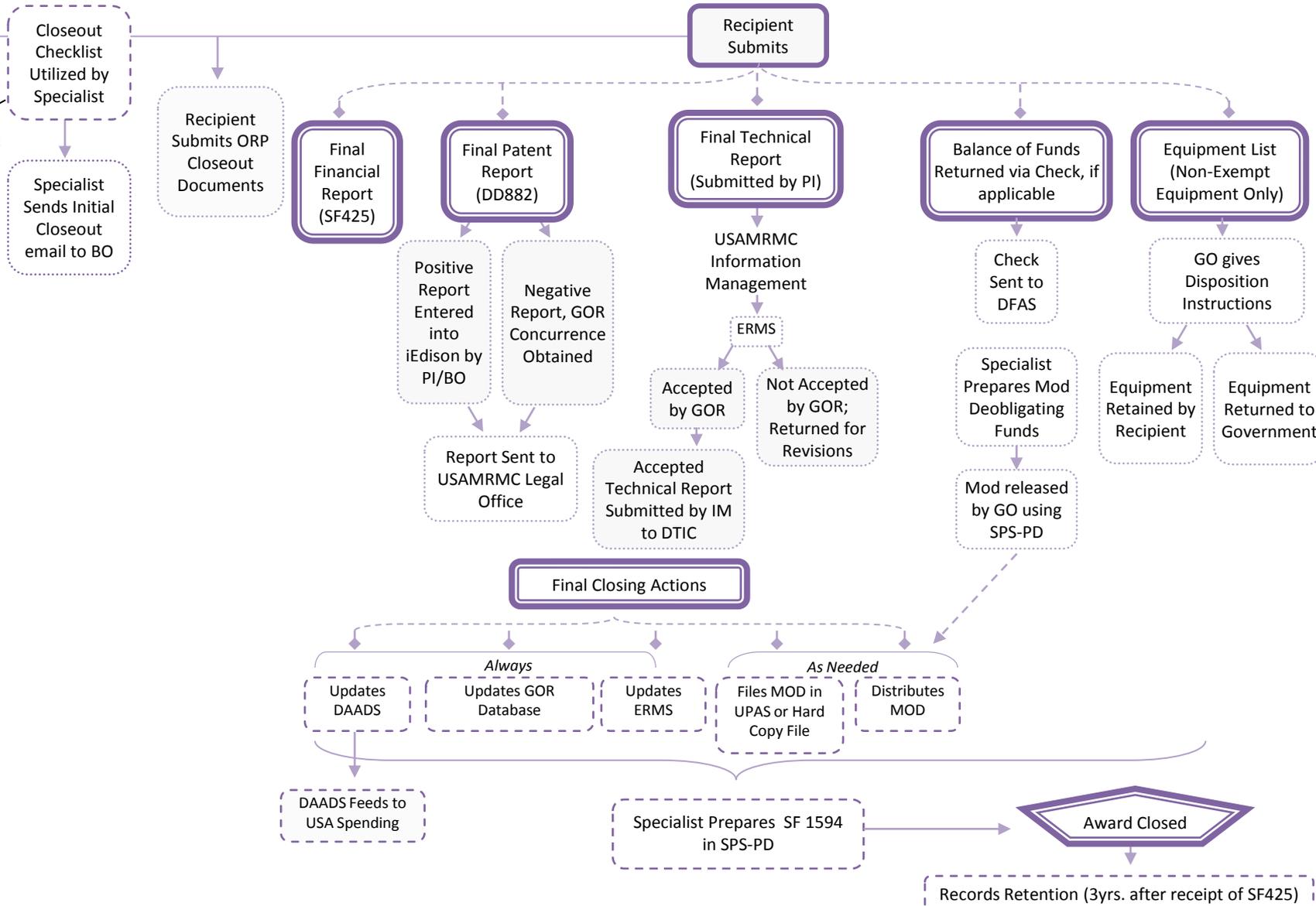


# ASSISTANCE AGREEMENT MEDICAL R&D PROCESS

## PHASE 5: Closeout

### Closeout

\* See Closeout Guidelines



# ASSISTANCE AGREEMENT MEDICAL R&D PROCESS

## Acronym Breakdown / Definitions

AA	Assistance Agreements (Grants and Cooperative Agreements)
ARB	Assistance Review Board
BAA	Broad Agency Announcement
BO	Recipient Business Office
DAADS	Defense Assistance Awards Data System
DOD	Department of Defense
DTIC	Defense Technical Information Center
EMA	Execution Management Agent
ERMS	Extramural Research Management System
FOA	Funding Opportunity Announcement
GAI	General Application Instructions
GO	Grants Officer
GOR	Grants Officer Representative
IAW	In Accordance With
IM	USAMRMC Information Management Office
IRP	Inquiry Review Process
LOI	Letter of Intent
MFR	Memorandum for Record
MOD	Modification (to Basic Award or Other Modification)
ORP	Office of Research Protections
PA	Program Announcement
PARC	Principal Assistance Responsible for Contracting
PI	Principal Investigator
PT	Procurement Technician
PR	Purchase Request
R&D	Research and Development
Specialist	Grant or Contract Specialist
SOP	Standard Operating Procedure
SOW	Statement of Work
SPS-PD	Standard Procurement System – Procurement Desktop
UPAS	USAMRAA Paperless Acquisition System
USAMRAA	U.S. Army Medical Research Acquisition Activity
USAMRMC	U.S. Army Medical Research and Materiel Command
WAWF	Wide Area Work Flow